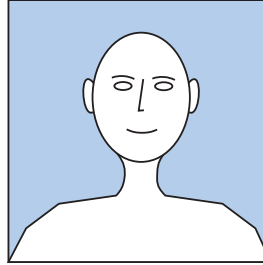




PROMOTOR(A)/COMMUNITY HEALTH WORKER TRAINING AND CERTIFICATION PROGRAM SPECIFICATION GUIDELINES FOR DIGITAL PHOTOGRAPHS

Some individuals want to submit digital photographs electronically to the Texas Department of Health in fulfillment of their application submission requirements to be certified as a promotores(as) or community health workers. This is acceptable but the digital photograph should fulfill the following specifications or guidelines. Digital copies that are submitted in hard copy only without the accompanying electronic version should be printed as high quality photos on glossy photo paper; i.e., look like a regularly processed photograph. The digital photograph should:

- ☐ Be submitted electronically in **jpeg (.jpg)** format.
- ☐ Capture the **subject's frontal view** (per diagram).
- ☐ Be **clear**, not fuzzy.
- ☐ Be **sized no smaller than 2" x 2" square**.
- ☐ Be properly **labeled** with the **subject's full name**.
- ☐ Capture the subject against, preferably, a **light blue background**; another light color background is acceptable as long as the subject's outline does not blend into the background.
- ☐ Be a recent photograph of the **subject** (within the last six months).
- ☐ Show the subject as they **normally look today on a day to day basis and show all their facial features** (i.e., please do not submit "glamour shots")
- ☐ **Not be paper-clipped or stapled** when submitted as hard copy so it will not be damaged.
- ☐ Be **verifiable** that the subject in the photograph is the person on the application.



For questions or clarification on the above guidelines, contact the Office of Public Health Practice staff [Cecilia Berrios](#) or Thomas Martinez at [\(512\) 458-7770](tel:5124587770). You may e-mail your photographs to CHW@tdh.state.tx.us